HOW TO READ CARS REPORTS

The CARS Unit mails the following reports to the Tribe about the 25th of each month. The reports provide detailed fiscal activity information, which assist the tribe in management of the funds provided by DHFS.

DMT-625 Cover Letter (Attachment 1)

A sample of this cover letter is included.

DMT-603 Distribution Report for Agencies (Attachments 2, 3, 4)
DMT-620 Contract Summary Report (Attachment 5)

This chapter contains samples of the above reports and instructions on how to read them.

HOW TO READ THE CARS DMT-603 DISTRIBUTION REPORT FOR AGENCIES (ATTACHMENTS 2, 3, 4)

The DMT-603, report summarizes expenses and payments for all contracts processed through CARS. In addition, the report details the expenses that have been allocated. Please refer to ATTACHMENTS 2, 3 and 4 for examples of the various parts comprising the DMT-603.

Each page has a standard two-line header (see Attachment 2). The first line includes:

- COMMUNITY AIDS REPORTING SYSTEM (A1) - equals CARS, is both a working unit of people and the computerized payment system.
- 19XX DISTRIBUTION REPORT FOR AGENCIES (A2) - the title of the report.
- VOUCHER NUMBER (A3) - the primary reference for finding detail on a given payment. This number is also found on the check and the transmittal letter accompanying the check and the DMT-603 report.
- APRIL EXPS (A4) - indicates the expenditure period through which expenses and adjustments are being processed.
- DMT CARS-603 - every form and report the state generates must have its own identification number -- DMT is the Division of Management Technology and 603 is the number of this report.
- PAGE - each agency type has its own page sequence, so if your agency has three agency types, there will be three page ones, three page twos, etc.

The second line of the header contains:

- AGENCY XXXXXXXX-ZZ (A5) - all digits before the dash are the agency number, the last two digits are the agency type. The agency type is used to distinguish new year contracts using the same profile as used in a prior year. This is the key to agency specific information and should be available whenever an inquiry is made of the CARS Unit staff. Leading zeros are not required for CARS Unit purposes.
- AGENCY NAME (A6) - immediately follows the agency type.
- EXPECTED PAYMENT DATE (A7) - date when CARS plans for checks to arrive. The Department makes CARS payments to Tribes through the State Instant Deposit Program.
- ***CONTI (A8) - indicates that this page is a continuation of the report. This will only appear on the second and subsequent page(s) of multiple page reports.
- JULY ADVS (A9) - indicates the month for which prepayments on new contracts are being paid.
- RUN DATE(A10) - date of CARS system batch processing.
- TIME STAMP - time of CARS system batch processing.

This report consists of various parts:

- EXPENSE DESCRIPTION (A11) – Describes contract types.
  **NON STATE/COUNTY CONTRACT
  **SOCIAL SERVICE/51 BOARD

  This part is further broken down by profile type, which designates how expenses are paid. Not all of the following profile types will be on all reports. Attachment 2 shows only: NON STATE/COUNTY CONTRACT and Profile Type F – Contract Controlled.

  - Profile Type A - Adjustment (Contract)
    Manual adjustments to payments. Use is restricted to DHFS staff.

  - Profile Type D - Non-Reimbursable
    Expenses that must be reported but are not to be reimbursed.

  - Profile Type E - Sum Sufficient
    Payment will be made for the reimbursable percentage of all reported expenses.

  - Profile Type F - Contract Controlled
    Payment will be made, up to the contract amount. Includes profiles where expenses are reported but roll to another profile for payment.

  - Profile Type G - Allocated
    Profiles requiring ratios for proper payment. The expenses entered here are paid on other profiles after allocation.

- EXPENSES THIS MONTH (A12) - amounts reported to this profile during the month.

- ADJUSTMENTS PRIOR MONTHS (A13) - amounts may appear in this column, when a prior month report is received and processed after normal due dates. This column may also include state adjustments.

- NET EXPENSES REPORTED (A14) - total of EXPENSES THIS MONTH + ADJUSTMENTS PRIOR MONTH.

The final part, ATTACHMENT 3, is broken down into the two contract types where payments are made; SOCIAL SERVICES/51 BOARD AND NON-STATE/COUNTY.

- NET EXPENSES THIS MONTH (E) - Net expenditures reported or allocated for the current month. The amounts can be positive or negative.

- REPORTED CTD EXPENSES (F) - Summary of <u>all</u> expenses reported or allocated to this profile.

- EXPNS ROLLED +IN/-OUT (G) - The net of all expenditures rolling in or out. The net of all "rolls" will be zero. The amount reflected on the DMT-603 report represents the contract to date amount and not the current month's roll amount.

- ACTUAL CTD EXPENSES (H) - Total of the contract-to-date expenses which are allowable. This column will not include expenses reported outside of the contract period or expenses without a contract. When these situations occur, the amounts become 100% agency costs.

- CONTRACT/ADDENDUM (I) - Federal and/or state contract amounts.

- PAYMENT/ADVANCE (J) - The amount of payment/advance made this report month. **THE TOTAL OF THIS COLUMN IS EQUAL TO YOUR CHECK**.

- CTD PAYMENTS/ADVANCE (K) - Total of all payments made on a contract, but will not exceed the contract amount.

- DIFFERENCE K - H (L) - Mathematical calculation of Column K (CTD PAYMENTS/ADVANCES) less Column H (ACTUAL CTD EXPENSES).

- UNEXPENDED CONTRACT (M) - Mathematical calculation of CONTRACT/ADDENDUM (Column I) less CTD PAYMENTS/ADVANCES (Column K).

- PROFILES (N) - Includes: Profile Number; Profile Name; and Contract Start and End Dates. If there is no contract start or end dates, the system defaults to NO CONTRACT, ADJUSTMENT or NONREIMBURSEABLE depending on the situation.

- TOTALS FOR AGENCY (O) - For the present, do not use these totals because they include duplicate amounts for Accounts Receivable. To calculate the total for the agency subtract profile 99999 from this line to get the actual agency total.

- DUE DHFS FROM “Agency Name

- 999999 DUE DHFS FROM PREV PERIOD (N) - Amount due to DHFS at the end of the prior months report. (See Attachment 4,this is an example only. Do not try to tie out to the other samples). This profile and page appear only if there was an amount due at the end of the last processing cycle (see prior month DMT-603 report).

  DO NOT SEND CASH UNLESS DIRECTED BY AN ATTACHMENT (P) - Amount the Tribe owes the State

  OR

  CUR AGENCY CHECK AMOUNT (P) - Amount the Tribe will receive (net of all contracts.)

HOW TO READ THE CARS DMT-620
CONTRACT SUMMARY REPORT
***(*ATTACHMENT 5)**

The DMT-620, Contract Summary Report, shows CARS data in a spreadsheet style report. The spreadsheet format condenses the CARS data shown on the DMT-603 report into a very compact report. The DMT-620 shows all the data in the Distribution of Expenditures section of the DMT-603.

The DMT-620 sorts CARS data by agency name, agency number and agency type. All CARS data for one contract year, for example 'TENTH'--contracts ending in 1999, are grouped together. Within each contract year, CARS profile number shows data in ascending order. Totals are shown for each contract year grouping for each agency.

The DMT-620 has a number of similarities to the DMT-603. The DMT-620 shows current period activity, contract amount, and payment amount. "Column J" in the DMT-603 equals the "Net Due to/From Agency" column on the DMT-620.

The DMT-620 has some information that is not on the DMT-603. The sum of columns "CTD PRE-PAYMENT" and "CTD REI" on the DMT-620 is equal to column K, "CTD Pay/Adv" on the DMT-603. The "CTD REI" column shows the actual contract to date reimbursement net of pre-payments. The DMT-620 also includes the column "CURRENT NET PRE-PAYMENT" that shows the current pre-payments or recovery of pre-payments.

The DMT-620 shows information about sum sufficient (Type E) profiles differently than the DMT-603. Both reports show the estimated spending level in CARS for sum sufficient profiles. However, the DMT-620 does not calculate a contract balance for sum sufficient profiles. It shows 'Sum Suff.' in the "CONTRACT BALANCE" column.

See Attachment 5 for a sample DMT-620. The letters surrounded by a box on Attachment 5 correspond to letters in parentheses in the Detailed Description below. Column headings are identified by the name of the column in capital letters.

DETAILED DESCRIPTION

1. Report Headings

(A) DMT-620 CONTRACT SUMMARY REPORT (PW74525M): Name and description of the report.

NAME + AGENCY-TYPE, CONTRACT-YEAR, PROFILE ORDER: Description of the sort order of the report.

INCLUDES REIMBURSEMENT OF EXPENSES THROUGH APRIL, 1998, VOUCHER 82080: Description of the month of reported expenditures and the CARS voucher number for the report.

(B) 17:00 FRIDAY, NOVEMBER 13, 1998: The time and date the report was run.

(C) NAMEID=: At the top left of each page of the report, the label TOTALS is followed by agency number, agency type and agency name. TOTALS are also shown at the bottom left of each page

(D) CONTYEAR=: The contract year that corresponds to each set of CARS agency types. For example, 'TENTH' means agency types for contract years ending in 1999.

2. Column Headings

PROFILE NAME: Name of the CARS profile.

PROFILE ID: The CARS profile number.

PRO: The CARS Profile type codes are:

Profile Type A - Adjustments
Profile Type D - Non-Reimbursable
Profile Type E - Sum-sufficient
Profile Type F - Contract Controlled
Profile Type X - Accounts Receivable

Attachment 5 shows only Profile Type F – Contract Controlled.

CONT. START DATE: The contract start date for the CARS profile.

CONT. END DATE: The contract end date for the CARS profile.

CONTRACT STATUS: Describes contract information such as NO CONTRACT (expenses reported where no contract exists), NON-REIMB (non-reimbursable), STATE INPUT, ADJUSTMENT or NON-CALEND. (non-calendar year contract).

CURRENT PERIOD ACTIVITY: Current reported expenditures plus prior period adjustments.

CTD ACTIVITY: Includes A CURRENT PERIOD ACTIVITY, plus prior period Contract-To-Date expenditures. Contract-To-Date expenditures include expenditures reported outside the contract period.

CTD ROLL: Contract to Date amount rolled in minus Contract to Date amount rolled out.

CTD ACTIV + ROLLS: Contract to Date Activity plus rolls.

ALLOWABLE CTD ACTIV + ROLLS: When the column "CONTRACT STATUS" shows 'NO CONTRACT', the amount in this column will be zero. This means that expenditures were reported for a profile for which there is no valid contract on CARS. This situation could result from incorrect reporting on the DMT-600T form, a data entry error or late issuance of a contract.

In most cases the amount in this column will be the same as the amount in the column "CTD ACTIV + ROLLS" minus expenses reported outside the contract period.

% REI: Percentage of reported expenses that will be reimbursed under the contract terms. The percentage in this column is specified on the CARS system for each CARS Profile.

CONT. AMOUNT: Contract amount. If the contract is a type E, sum-sufficient, the CONT. AMOUNT is either the estimated spending level or zero.

NET DUE TO/FROM AGENCY: This is the result of calculating: current reimbursement + (current pre-payments - current recovery of pre-payments).

CURRENT NET PRE-PAYMENT: Current pre-payment minus current recovery of pre-payments.

CONTRACT TO DATE PRE-PAYMENT: "CURRENT NET PRE-PAYMENT" plus prior period Pre-payments.

CTD REI: Contract to Date reimbursement amount, excluding pre-payments.

REQ. MATCH: Contract To Date amount that is the tribe’s responsibility for profiles that are reimbursed less than 100%.

OVERMATCH: "CTD ACTIV + ROLLS" minus "CONT. AMOUNT".

CONT. BALANCE: "CONT. AMOUNT" minus "CTD REI". This column does not include the balances for sum sufficient (Type E) profiles.